ment paper and service stamps for communications of the kind specified in the latter part of the rule, the replies to which must be sent "Service Bearing," is strictly prohibited.

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299. Letters, parcels and packets by Government officers in their official capacity, which relate nevertheless to the private interests and concerns of the individuals addressed, may be endorsed according to the specimen form given on the margin, under the full signature and official designation of the person by whom they are sent. Letters, parcels and packets so addressed are regarded by the Post Office as private articles, but are charged, on delivery, with bearing postage at prepaid rates, and not at double rates, as in the case of ordinary articles. Under this head come replies sent to communications of the kind noted in the margin, as well as any other communications of a like kind which Government officers may make to individuals (whether private persons or Government officers) relating to the private interests of the addressees.

Service Bearing.
To
A. B.,
Calcutta.
C. D.,
Accountant General.

Petitions, applications for appointments, requests for transfer, enquiries about title to leave, &c.

CIRCULAR.

No. 61 of 1855.

To

THE SECRETARY TO GOVERNMENT,

Revenue Department, Bombay.

SIR,

Sufficient attention not being paid to the importance of transmitting all official correspondence with as much regard as practicable to the saving of weight by the post, I have the honour to request your attention to the following remarks:—

1*st*.—The habit of using an envelope for each letter sent from your office should be checked: all letters of the same date, to the same address, may generally be put into one cover.

2*nd*.—A set of envelopes of various sizes should be made up, according to the dimensions of papers despatched from your office, so that one of an unnecessary size need not be made use of.

3*rd*.—Envelopes may frequently be dispensed with, unless enclosures have to be forwarded with letters. Official letters, Roobackaries, Purwannahs, &c., which are written on one side only, or not more than half of the reverse, may ordinarily be folded and addressed exactly in the same manner as a private letter.

4*th*.—Periodical Returns, and all documents of a similar nature, may generally be put up in wrappers like covers to newspapers, open at both ends.

5*th*.—Great diminution in the weight and bulk of vernacular correspondence may be introduced by discarding the use of heavy paper, and writing in a closer and more condensed form than is customary.

I am, &c.,

(Signed) DUNCAN DAVIDSON,

Postmaster-General.

Bombay, Postmaster-General's Office,
19*th July* 1855.

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No. 24.

Extract from the Proceedings of the Government of Bombay in the General Department, dated 5th January 1870.

Read the following papers:—

Letter from the Government of India, Financial Department, to the Officiating Accountant General, Madras, No. 2928, dated 17th December 1869:—

"In reply to your letter No. 3488, dated the 31st August 1869, in which you propose a plan for the abolition of packets for official documents, with a view to effect a saving of expense to the State, I am desired to inform you that your plan does not recommend itself to the Government of India as either economical or convenient, for the reasons stated by the Director-General of the Post Office in his letter No. 3397, dated the 17th November 1869, a copy of which is herewith sent for your perusal.

"2. The plan alluded to by Mr. Monteath of putting, as far as possible, into one envelope all letters despatched on the same day to the same address has been in use as well in his own office as in the offices of the Financial Department and of the Accountant General, Bengal, and you are recommended to try it.

"3. A copy of this letter will be forwarded to the several Departments, Local Governments and Administrations, &c., with a view to the general adoption of the above plan in all the public offices of the State."

Memorandum by G. H. M. Batten, Esq., Under Secretary to the Government of India:—

"ORDERED, that a copy of this letter be sent to the several Departments, Local Governments and Administrations, and to the officers named in the margin, for information and guidance."

Comptroller-General of Accounts; several Accountants-General and Deputy Accountants-General in independent charge; Mint-master, and Head Commissioner of Paper Currency; Director-General of the Post Office; the several Assay Masters, and the Commissioner of Inland Customs, North-Western Provinces.

RESOLUTION.—Copies to be communicated for the information and guidance of the several Departments of the Secretariat, and of all Heads of Offices in the Revenue, Financial and General Departments under this Presidency.

Official Correspondence.

No. 139.

GENERAL DEPARTMENT.

Bombay Castle, 15th January 1874.

Read the following letter from the Secretary to the Government of India, Home Department (Public), to the Secretary to the Government of Bombay, No. 70—3944, dated 31st December 1873:—

"As the practice of using in official correspondence vernacular terms that are generally unintelligible beyond the province in which they are current is common and productive of much inconvenience and delay in the despatch of public business, I am desired to call attention to the subjoined orders of the late Honourable Court of Directors forbidding indiscriminate use of Indian words in English correspondence, and to request that the spirit of these instructions may still be observed as closely as possible.

"2. It must, however, be understood that this restriction is not meant to govern necessarily the style of correspondence carried on between a Local Government and the officers subordinate to it, but is applicable mainly to writings intended to go beyond one Local Government. When in such papers a correct English equivalent to a local vernacular designation cannot be given, the word can usually be best explained by reference to the class or business to which an office or employment belongs; for the chief difficulties are found to occur in returns of subordinate establishments."

Extract from a Despatch from the Honourable the Court of Directors, dated the 6th January 1815, circulated on the 17th October 1815.

"Paragraph 138. Adverting to the various terms and appellations borrowed from the Oriental languages which appear on your Revenue Consultations, and the meaning of

which it is sometimes difficult to discover, we direct that you instruct the Boards of Revenue and of Commissioners to desire the different Collectors subject to their respective authority, to avoid as much as possible the use of native designations in their correspondence; and in cases where it may be impracticable to dispense with them without frequent periphrasis, to affix a marginal explanation of the terms which, for the sake of convenience, may be employed in the text of their letters."

RESOLUTION.—To be circulated for the information of the several Departments of the Secretariat and to all Heads of Offices in the Civil Departments of the Presidency for information and guidance.

Official Correspondence.

No. 564.

GENERAL DEPARTMENT.

Bombay Castle, 16th February 1881.

Memorandum from the Government of India, Home, Revenue and Agricultural Departments (Revenue), No. 2—81-95, dated 31st January 1881—Forwarding, for information and guidance, in continuation of their letter No. 70—3944-3952 of 31st December 1873, the following extract (paragraph 3) from a Despatch No. 48 (Revenue), dated 23rd December 1880, from Her Majesty's Secretary of State for India to the Government of Madras :—

"I take this opportunity, however, of directing your attention to the inconvenience attending the use of vernacular terms in reports sent home to this office, and I desire that, whenever it is considered desirable to make use of them in such reports or in official correspondence, their English equivalents may also be given."

RESOLUTION.—To be communicated to all Departments of the Secretariat and all Heads of Offices under the several Departments of the Secretariat for information and guidance, in continuation of Government Resolution No. 139, dated 15th January 1874.

Official Correspondence: Orders of the Government of India regarding the use of vernacular terms in —.

— No. 901.

GENERAL DEPARTMENT.

Bombay Castle, 5th March 1895.

Letter from the Government of India, Home Department (Public), No. 2-Public—135, dated 7th February 1895 :—

"In the Circular letter from this Department No. 70—3943-52 of the 31st December 1873, the Government of India drew attention to the instructions of the late Honourable Court of Directors regarding the use of vernacular terms in official correspondence, and requested that such terms should be employed as sparingly as possible, especially in papers which were intended to go beyond the Local Government first concerned. Again, in the extract circulated with Resolution No. 2—81-95 of 31st January 1881, the Secretary of State drew attention to the inconvenience attending the use of vernacular terms in reports or official correspondence sent home to the India Office, and directed that, whenever it was considered desirable to make use of them, their English equivalents should also be given.

"2. It appears to the Government of India that these instructions have in some measure been lost sight of owing to lapse of time. Letters and reports which come before the Governor General in Council, and especially those dealing with revenue matters, are not infrequently almost unintelligible to persons unacquainted with the Province from which they are received, owing to the number of vernacular terms with which their pages are laden.

"3. I am, therefore, to request that the use of such terms may be avoided as far as possible. It is sometimes necessary to employ vernacular words for which there exists no English equivalent and the precise meaning of which can be conveyed in English, if at all, only by a long periphrasis. But wherever it is possible to use an English word which expresses, with sufficient accuracy for the immediate purpose, the meaning to be conveyed, this should be done.

"4. In the orders of 1873, referred to above, it was stated that they were 'not meant to govern necessarily the style of correspondence carried on between a Local Government and the officers subordinate to it, but were applicable mainly to writings intended to go beyond one Local Government.' It is, however, difficult to distinguish between papers that may go beyond the Local Government and those that will not; and even those that do not, must be reproduced in Proceedings which are always examined by the Government of India. Moreover, officers can hardly be expected to cultivate two distinct official styles, to be used respectively in the two classes of papers. The Government of India hope, therefore, that if His Excellency the Governor in Council sees no objection to so doing, he will extend these instructions to all official correspondence in the Bombay Presidency."

RESOLUTION.—To be communicated to all Departments of the Secretariat and all Heads of Offices under the several Civil Departments of the Secretariat for information and guidance, in continuation of Government Resolution No. 564, dated 16th February 1881.

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Official Correspondence.

No. 1407.

GENERAL DEPARTMENT.

Bombay Castle, 4th May 1876.

Memorandum from the Survey and Settlement Commissioner, S. D., No. 532, dated 13th April 1876—Stating with reference to Government Circular No. 1040, dated the 29th March last, that many years ago the following form for addressing, numbering and dating official correspondence was issued, which was in every way most convenient to sender and recipient; and, as it has to some extent of late years fallen into disuse, suggesting that it be now again issued as a form to be adhered to :—

"No. OF 1876.

From

A. JONES, Esq.,

Collector of

To

B. SMITH, Esq.,

Collector of

Camp , 1*st May* 1876.

Sir,"

RESOLUTION.—The Heads of Offices generally throughout the Presidency are reminded of the existence of the form and of the desirability of carrying out strictly the previous instructions of Government.

Official Correspondence : Directions to Heads of Offices, whenever they propose that particular persons or classes should be required by Government to take or to refrain from taking any particular action, to quote the law bearing on the subject.

No. 4576.

GENERAL DEPARTMENT.

Bombay Castle, 26th December 1888.

RESOLUTION.—Ordered that the following Circular be addressed to all Heads of Offices under the several Departments and that copies thereof be forwarded to all Departments of the Secretariat, with a request that whenever any officer fails to carry out the order contained in the Circular his attention should be invited to it and the requisite information obtained before his proposal is further considered :—

"A case has recently occurred in which Government were asked to issue certain orders which they had not the power by law to pass. Government are therefore pleased to direct with a view to save unnecessary correspondence in such cases in future, that when any officer proposes that particular persons or classes should be required by Government to take or to refrain from taking any particular action, he should always specify the provision of the law which in his opinion authorizes the adoption of the course proposed by him."

Official Correspondence.

No. 3301 OF 1889.

GENERAL DEPARTMENT.

Bombay Castle, 15th August 1889.

RESOLUTION OF GOVERNMENT.

His Excellency the Governor in Council is pleased to direct that in future no Head of an Office who has not been specially authorised so to do should communicate officially on official matters direct with Government officers in the United Kingdom or the Colonies. Should any Head of an Office not so authorised desire to communicate with any Government officer in the United Kingdom or the Colonies, he should address Government in the Department in which he is employed, stating the information he requires to communicate or to obtain.

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Official Correspondence.

No. 3615.

GENERAL DEPARTMENT.

Bombay Castle, 2nd September 1889.

Letter from the Superintendent, Government Central Press, No. 2331, dated 21st August 1889—Enquiring whether the orders passed in Government Resolution, General Department, No. 3301, dated 15th August 1889, are intended to withdraw the permission granted under Government Resolution, Financial Department, No. 3074 of 4th November 1885, to indenting officers to correspond direct with the Store Department of the India Office on matters of detail connected with the stores indented for by them.

Letter from the Surgeon General with the Government of Bombay, No. 6595, dated 28th August 1889.

RESOLUTION.—It was not intended by Government Resolution, General Department, No. 3301, dated 15th August 1889, to withdraw the permission granted under Government Resolution, Financial Department, No. 3074, dated 4th November 1885, to indenting officers in India to correspond direct with the Director General of Stores at the India Office in all matters of detail connected with the supply of the articles required by them. The Superintendent, Government Central Press, should be so informed.

Official Correspondence.

No. 721.

GENERAL DEPARTMENT.

Bombay Castle, 13th February 1890.

Memorandum from the Government of India, Home Department, Public, No. 5—201, dated 30th January 1890—Forwarding copy of the following letter No. 5—181-88 of the same date to Local Governments and Administrations except Madras and Bombay:—

> "In continuation of Home Department Circular letter No. 37—2248-55, dated the 29th November 1889, I am directed to explain that the intention of the orders therein contained is not to prohibit the free communication between Local Governments and the adjoining colonial possessions of the Straits Settlements and Ceylon which has the sanction of long usage; and that the Circular in question was rather directed to communications from individual officers than from Local Governments which can be trusted to distinguish between correspondence which may be carried on direct and such as should go through the channel of the Secretary of State. The orders in the Circular do not refer to correspondence with Consular or Diplomatic officers; nor do they supersede the orders contained in Financial Department Resolution No. 3512 of the 16th October 1885 regarding correspondence with the Director General of Stores at the India Office."

RESOLUTION.—Copies of the letter should be forwarded to all Departments of the Secretariat and all Heads of Offices under the several Departments of the Secretariat for information and guidance in continuation of Government Resolution No. 3615, dated 2nd September 1889.

Demi-official Correspondence: Rules regarding the noticing of — in official correspondence.

No. 3078.

GENERAL DEPARTMENT.

Bombay Castle, 31st August 1891.

Memorandum from the Political Department of the Secretariat, No. 6232-A., dated 14th August 1891—Forwarding copy of the following circular No. 6232 of the same date, laying down rules regarding the noticing of demi-official correspondence in official correspondence :—

"The attention of all officers in the Political, Judicial and Educational Departments is called to the rule already enforced in the Political Department that, unless demi-official letters have been brought on the records of Government and referred to by Government, they should not be noticed in official correspondence. Demi-official correspondence is either used to supplement and explain official correspondence, in which case the distinction of style indicates a fundamental distinction in the writer's intentions as to its official use, or it is adopted in lieu of official correspondence to save time, or to secure secrecy, in which case it should be followed by an official communication in due course.

"2. The following rules are laid down for general guidance :—

(i) No demi-official letter or telegram should be quoted in official correspondence without the express sanction both of the sender and the receiver. On no account should it be communicated to Native States, or quoted in the issue of orders to subordinate officials.

(ii) Demi-official communications or instructions, which are provisionally required for action or record, must be supplemented by official communications containing no reference to the demi-official correspondence.

(iii) Demi-official correspondence should be limited to the uses above described."

RESOLUTION.—The rules adopted in the Political Department by Government Circular No. 6232, dated 14th August 1891, should be made applicable to the Revenue, Financial, General and Separate Departments of the Secretariat, and adhered to strictly.

Official Correspondence.

No. 6148.

GENERAL DEPARTMENT.

Bombay Castle, 9th November 1897.

Memorandum from the Government of India, Home Department (Public), No. 2217, dated the 19th October 1897—Forwarding for information copies of the following papers :—

Letter from the Assistant Financial Secretary and Accountant General, War Office, to the Under Secretary of State for India, No. 82-N.—107, dated the 7th April 1897.

Extract paragraph 5 of a Military letter from the Secretary of State for India, No. 42, dated the 27th May 1897 :—

"5. I forward herewith, for your information, a copy of a letter from the War Office, pointing out the inconvenience and embarrassment caused by the application of the Chief Instructor of Musketry, Pachmarhi, to the Normal Powder Syndicate, Limited, and suggesting that officers in India should be cautioned against communicating in their official capacities with private companies, inventors, or manufacturers.

M.—3433.

"I request that the necessary instructions may be issued by your Government to officers of Departments, and by His Excellency the Commander-in-Chief to officers under his Command."

RESOLUTION.—To be communicated to all Departments of the Secretariat and all Heads of Offices under the several Departments of the Secretariat.

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Information required by the Government of India regarding matters of political or administrative importance, or events which have excited public interest.

No. 5496.

GENERAL DEPARTMENT.

Bombay Castle, 11th October 1897.

Letter from the Government of India, Home Department (Public), No. 1733, dated the 24th August 1897 :—

"Occasionally information regarding matters of political or administrative importance, or events which have excited public interest, has not been promptly communicated by the Local Government to the Government of India, who have gained the first news regarding them from the newspapers. It is essential that news regarding such matters should reach the Government of India at the earliest moment, since it is undesirable that the Governor General in Council should remain in ignorance of important events until they become generally known, while it may at any time become necessary for His Excellency in Council to take action in view of the possibility of their affecting a neighbouring Province or Native State. It appears to the Government of India that the information which is required by them would be readily secured if Local Governments and Administrations were to issue instructions to local officers to despatch direct to the Government of India duplicates of the telegrams in which they report matters of importance to the Local Government or Administration. The matters upon which the Government of India would desire to receive such information are riots which involve a serious breach of the public peace, all collisions between Europeans of all classes and natives, outrages which have a political aspect, calamities such as floods or earthquakes which cause serious damage to life or property, and all other events which have a political or administrative importance.

"2. I am to explain that in making this request the Governor General in Council has no intention of interfering with the disposal by Local Governments and Administrations of business with which it is their function to deal, and that all that he requires in the first instance is a statement of the facts of all events which are politically and administratively important for his information and that of the Secretary of State. His Excellency in Council would, however, desire that in all cases of the kind which are of sufficient importance to call for orders from the Local Government or Administration, an official report intimating its decision and communicating the orders passed by it should be sent as soon as the Local Government or Administration has been able to review the facts of the case and arrive at its conclusion regarding them."

RESOLUTION.—Copies of the letter from the Government of India should be forwarded to all Departments of the Secretariat and all Heads of Offices under the General Department for information and guidance.

Relative to the submission of reports to Government in regard to matters of political or administrative importance, or events which have excited public interest.

No. 4810.

JUDICIAL DEPARTMENT.

Bombay Castle, 13th July 1898.

Read :—

Extract from the *Times of India*, dated the 12th April 1898, to the effect that information has reached Poona from Rewangaon, a village in the Bárámati Petha, Bhimthadi Táluka, Poona District, that an affray took place between dacoits and the District Police near Rewangaon, resulting in serious injury to the Mamlatdar and the death of two dacoits.

Letter to the District Magistrate, Poona, No. 2929, dated the 25th April 1898—Requesting him to submit an official report regarding the encounter with dacoits noticed in the *Times of India*, dated the 12th April 1898.

Extract from the *Advocate of India*, dated the 26th April 1898, relative to the prevalence of serious dacoities in the Thána District.

Letter to the District Magistrate, Thána, No. 3059-A., dated the 30th April 1898—Forwarding the above extract from the *Advocate of India*, and requesting a report as to how far the allegations regarding the prevalence of serious dacoities are founded on fact. Reminding the District Magistrate of the standing orders contained in Government Resolution No. 8024, dated the 4th November 1897, requiring that full details must be reported at the earliest possible date of all such grave disturbances of the public peace.

Letter from the District Magistrate, Thána, No. T.—1177, dated the 3rd August 1898—Submitting, with reference to this Department letter No. 3059-A., dated the 30th April 1898, a report regarding the dacoities in Thána, and expressing regret that his attention was not called to the Government orders of November 1897 quoted above.

Read again :—

Paragraphs 1 and 5 of Government Resolution (Judicial Department) No. 4397 Confl., dated the 29th July 1886.

Government Circular No. 8423, dated the 4th December 1895—Directing District Magistrates to furnish Government with full and timely information of the occurrence of any riot or disturbance.

Government Resolution No. 8024, dated the 4th November 1897—Forwarding, for information and guidance, to Heads of Offices under the Judicial Department, copies of Government Resolution (General Department) No. 5496, dated the 11th October 1897, publishing a letter from the Government of India, Home Department (Public), No. 1733, dated the 24th August 1897, asking that information as to matters of political or administrative importance should be communicated to them at the earliest possible date; suggesting that this can probably best be done by despatch of duplicate telegrams by the officers of the Local Government; and intimating that the occurrences upon which the Government of India would desire to receive such information are riots which involve a serious breach of the public peace, all collisions between Europeans of all classes and natives, outrages which have a political aspect, calamities such as floods or earthquakes which cause serious damage to life or property, and all other events which have a political or administrative importance.

RESOLUTION.—In two recent instances Government obtained their first information concerning matters of some importance from the Press instead of from their own officers, and it therefore appears that the orders contained in Government Resolution No. 8024, dated the 4th November 1897, have not been sufficiently precise to secure the results desired, and it becomes necessary to issue further orders on the subject.

2. It appears to His Excellency the Governor in Council important to ensure that Government shall be fully and punctually informed of any events of a serious nature affecting the public tranquillity and of the occurrence of any natural calamities, such as floods or earthquakes, which cause serious damage

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to life or property. As regards the officers to whom the duty of sending such reports should be assigned, His Excellency in Council considers that it must devolve on the District Magistrates, who, as being generally responsible for the peace and well-being of their districts, are, or should be, at once placed in possession of information of such occurrences; and it should be impressed upon these officers that they must arrange to supply Government with the earliest possible news of all events of the nature described, supplementing or correcting that first despatched as fuller information becomes available. In the City of Bombay effect will be given to these orders by the Commissioner of Police.

3. His Excellency the Governor in Council is of opinion that the information desired by the Government of India as regards such matters must, in all ordinary cases, continue to be furnished by the Local Government. The Local Government are in the best position to decide whether any particular event is likely to affect a neighbouring Province or Native State, or has merely a local importance, and, in the latter case, whether it is of sufficient gravity to require special report to the Government of India. The recognition of any general obligation on the part of officers of all Departments to send reports direct to the Government of India could not but tend to cause uncertainty in the mind of this Government as to what had been done in this regard in any particular case, and might lead to many matters being reported which would thereby acquire an altogether exaggerated and undeserved importance.

4. While, however, it will generally be convenient that the Government of Bombay should make such communication as may be necessary to the Government of India, yet in regard to events of *exceptional* importance, more especially events which must in all probability affect a neighbouring Province or Native State beyond the jurisdiction of this Government, or which appear likely to attract public attention in England, a copy of any *telegram* addressed to Government should be concurrently despatched to the Secretary to the Government of India in the Home Department, the fact that this has been done being mentioned in the telegram to this Government by the addition of the words "repeated to Government of India."

5. Reports of the nature referred to in these orders should invariably be addressed to Government in this Department. Reports regarding the outbreak of any serious epidemic disease will continue to be addressed to Government in accordance with instructions in the General Department.

Information required by the Government of India regarding matters of political or administrative importance or events which have excited public interest.

No. 1987.

GENERAL DEPARTMENT.

Bombay Castle, 9th May 1899.

Read again—

Government Resolution No. 5496, dated the 11th October 1897.

Resolution of Government in the Judicial Department, No. 2159, dated the 23rd March 1899:—

"Read again—

Government Resolution No. 4810, dated the 13th July 1898.

Letter from the Government of India, Home Department (Public), No. 249, dated the 31st January 1899:—

'I am directed to invite attention to the instructions of the Government of India, conveyed in Home Department letter No. 1732—41, dated 24th August 1897, in reference to the prompt communication of information regarding matters of political or administrative importance.

'2. Some objection was taken at the time to the request contained in paragraph 1 of that letter, that local officers should be instructed "to despatch direct to the Government of India duplicates of the telegrams in which they report matters of importance to the Local Government or Administration." But it was thought right to let the experiment be tried. I am to say that experience has shown that the advantages of this system are not so great as to lead the Government of India to insist on maintaining it. There have been several cases in which delay has occurred through misunderstanding arising from the division of responsibility in respect to this matter. The Governor General in Council is, therefore, pleased to withdraw this request.

'3. I am, at the same time, to say that His Excellency in Council considers it essential that information regarding matters of political or administrative importance, or events which have excited public interest, should be promptly communicated to the Government of India. The matters upon which the Government of India desire to receive the earliest possible information are—

(1) riots which involve a serious breach of the public peace;

(2) all collisions between Europeans of all classes and Natives;

(3) outrages which have a political aspect;

(4) calamities, such as floods or earthquakes, which cause serious damage to life or property; and

(5) all other events which have a political or administrative importance.

'4. It is essential that such matters should be immediately reported by local officers to the Local Government or Administration; and I am to request that instructions may be issued to secure that local officers shall promptly submit such reports by telegram. It is equally essential that these reports should reach the Government of India with the least possible delay. His Excellency in Council now leaves to the Local Government or Administration the duty of forwarding these reports by telegram, in the confident hope that it will be promptly and carefully performed.

'5. This preliminary report should, in all cases of the kind which call for orders from the Local Government or Administration, be followed by an official report intimating its decision and communicating the orders passed as soon as the Local Government or Administration has been able to review the facts of the case and arrive at its conclusion regarding them.'

Memorandum from the General Department, No. 746, dated the 17th February 1899—Transferring the above letter to this Department.

RESOLUTION.—Copies of the letter from the Government of India should be forwarded for information and guidance to the Officers and Departments to whom Government Resolution No. 4810, dated the 13th July 1898, was addressed.

2. The orders contained in paragraph 4 of the above Resolution regarding the despatch by local officers of duplicate telegrams to the Government of India are cancelled.

3. The special attention of District Magistrates is drawn to paragraph 3 of the Government of India's letter, and all matters of the kind specified should be, with the least practicable delay, reported to Government by telegram, in accordance with the instructions contained in Government Resolution No. 4810, dated the 13th July 1898, as now modified. In regard to head (1)—riots which involve a serious breach of the public peace—the instructions contained in Government Circular No. 8423, dated the 4th December 1895, should invariably be followed: and under head (3)—outrages which have a political aspect—any act of violence or attempted violence should be reported, if directed against persons in authority or if there is reason to connect it with any factious association or class agitation."

RESOLUTION.—Copies of the Resolution of the Judicial Department should be forwarded to all Heads of Offices under the General Department for information and guidance.

2. Government Resolution, General Department, No. 5496, dated the 11th October 1897, should be considered as cancelled, but the orders contained in Government Resolution, General Department, No. 4562, dated the 15th August 1898, are not affected and remain in force.

3. All Heads of Offices under the several Departments should report at once to the District Magistrate any occurrences of the nature specified in paragraph 3 of the letter from the Government of India No. 249, dated 31st January 1899. The District Magistrate will be the ordinary channel for conveying the information to Government, but in urgent cases and when the District Magistrate cannot at once be communicated with, officers must use their discretion as to reporting to Government direct in the Department to which they belong.

Orders requiring prompt communication to Government of information regarding matters of political or administrative importance or events which have excited public interest:

No. 4403.

JUDICIAL DEPARTMENT.

Bombay Castle, 25th June 1900.

CIRCULAR.

Instances have occurred in which the standing orders requiring prompt communication to Government of information regarding matters of political or administrative importance or events which have excited public interest have been disregarded. The Governor in Council is therefore obliged to invite the careful attention of District Magistrates to the orders marginally noted, which direct that all matters of the kind specified below should be *immediately* reported to Government by telegraph :—

Government Circular No. 8423, dated the 4th December 1895, Judicial Department.
Government Resolution No. 4810, dated the 13th July 1898, Judicial Department.
Government Resolution No. 2159, dated the 23rd March 1899, Judicial Department.
Government Resolution No. 1987, dated the 9th May 1899, General Department.

(1) Riots which involve a serious breach of the public peace (in reporting, the instructions issued in Government Circular No. 8423, dated the 4th December 1895, reprinted below, should be closely followed) ;

(2) all collisions between Europeans of all classes and natives, including shooting accidents ;

(3) outrages which have a political aspect, including any act of violence or attempted violence directed against persons in authority or connected in any way with factious associations or class agitation ;

(4) calamities such as floods or earthquakes, which cause serious damage to life or property ; and

(5) all other events which have a political or administrative importance.

The preliminary telegraphic report should invariably be followed by a further report by post, supplementing or correcting the former as fuller information is available.

2. The Governor in Council trusts that he will have no occasion in future to complain of the omission to comply with these explicit orders. If there is a doubt which of two officers should report an incident, both should send such information as may be available in order that the risk of delay may be avoided. For instance, if the Magistrate of a District where British troops are stationed should receive intelligence of an affray in which they were concerned even beyond the limits of his jurisdiction, he should acquaint Government with-

out loss of time with the facts as brought to his knowledge, though the responsibility of the local authority for compliance with the standing orders will not be affected thereby.

Judicial Department Circular No. 8423, dated the 4th December 1895.

In order that Government may have the fullest and earliest intimation of the occurrence of any serious riots, District Magistrates should immediately report any such occurrence within their districts by telegram to Government, and in doing so should give information as far as possible on the following points, namely—

(i) The origin or cause of the riot.

(ii) The persons or class of persons who began it.

(iii) The course of the riot.

(iv) How it terminated or was suppressed.

(v) If suppressed by force, by what force and how; and if resort was had to fire-arms for its suppression, what cartridges were used; and particularly whether the orders of Government against the use of blank cartridges were observed.

(vi) If military force was used, how many soldiers of Her Majesty's Army or Volunteers enrolled under the Indian Volunteers Act were called out; and whether to disperse the rioters or to arrest and confine any of them or to maintain order after the riot.

(vii) The condition of the place and feeling of the population on the termination of the riot; whether further disturbances are expected; and whether adequate precautions have been taken.

(viii) The number of killed and wounded.

Official Correspondence: Relative to the communication to Military authorities by local Civil officers of copies of reports in cases of outrages which have a political aspect.

No. 5223.

GENERAL DEPARTMENT.

Bombay Castle, 4th October 1900.

Resolution of Government in the Judicial Department, No. 6123, dated the 7th September 1900:—

"Letter from the Government of India, Home Department (Public), No. 2078, dated the 10th August 1900:—

'In Home Department letter No. 249, dated the 31st January 1899, instructions were issued for the prompt communication to Government of information relating to matters of political or administrative importance. The matters included in this description, of which the Government of India desire to receive the earliest information, are enumerated in paragraph 3 of the Circular of 31st January 1899. I am to say that the Military authorities are interested in all cases which come under the head of "Outrages which have a political aspect," and I am therefore to request that, with the permission of the Governor in Council, the local Civil officers may, when outrages of the kind occur, be directed to send copies of the reports in such cases, even when no Military officer, soldier or follower is concerned, to the Officers commanding the stations, at places where troops are stationed, or to the General Officers Commanding Districts if at places where there are no troops, as well as to the Local Governments and Administrations.

'ORDER.—Ordered that copies of the above letter be forwarded for information and guidance to the Officers and Departments to whom Government Circular* No. 4403, dated the 25th June 1900, was addressed, and to the Deputy Adjutants-General, Bombay and Madras Commands.'"

RESOLUTION.—Copies of the Resolution of the Judicial Department should be forwarded to all Heads of Offices under the General Department for information and guidance, with reference to Government Resolution No. 1987, dated the 9th May 1899.

Relative to the communication to Military authorities by local Civil officers of copies of reports in cases of outrages which have a political aspect.

No. 3364, dated the 14th December 1900.

From—H. J. MCINTOSH, Esq., Deputy Secretary to the Government of India;

To—The Chief Secretary to the Government of Madras.

I am directed to acknowledge the receipt of your letter No. 980-Public, dated the 21st September 1900, suggesting a modification of the instructions issued in Home Department letter No. 2077—2086, dated the 10th August 1900, so as to permit of intimation regarding outrages which have a political aspect being made by the Local Government to the Lieutenant-General Commanding the Forces, instead of by the local Civil officers direct to the local Military authorities.

2. In reply, I am to say that when an outrage of the kind occurs, and unless the co-operation of the local Military authorities is required, it will be sufficient if only an intimation of the occurrence is made by the local Civil officers to the Officer Commanding the Station or the General Officer Commanding the District, as the case may be. The detailed report, addressed to the Local Government, upon any such occurrence need not be communicated by the local Civil officers to the local Military authorities, unless the co-operation of the latter is sought. If, however, in any case it is considered necessary to communicate further details to the Military authorities, the necessary communication may be made by the Local Government to the Lieutenant-General Commanding the Forces.

3. I am to request that, with the permission of the Governor in Council, instructions to this effect may now be issued to the Civil officers.

No. 3365, dated the 14th December 1900.

Copy forwarded to the Government of Bombay for information and guidance.

No. 223.

JUDICIAL DEPARTMENT.

Bombay Castle, 10th January 1901.

ORDER.—Ordered that copies of the Government of India's letter No. 3364, dated the 14th December 1900, addressed to the Government of Madras, be

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* Printed at pp. 80-81 *ante*.

forwarded for information and guidance to the Officers and Departments to whom Government order No. 6123, dated the 7th September 1900, was communicated.

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(49)

Official Correspondence: Telegrams addressed to Government should specify the Departments for which they are intended.

No. 6502.

GENERAL DEPARTMENT.

Bombay Castle, 28th November 1898.

Memorandum from the Financial Department of the Secretariat, No. 5203, dated the 15th November 1898—Transferring a letter No. 8697, dated the 12th October 1898, from the Superintendent of Telegraphs, Bombay Division, and the notes thereon, regarding the advisability of having complete telegraphic code addresses for the different Secretariat Departments.

RESOLUTION.—The Heads of Offices under the several Departments of the Secretariat should be informed that telegrams for Government should not be addressed in any case simply to "Chief Secretary" or to "Bombay," but that the name of the Department for which the message is intended should invariably be added to the word "Bombay," *e.g.*, "Bombay, General," "Bombay, Plague," "Bombay, Political," "Bombay, Financial," &c., &c.

2. The Local Governments and the Government of India have been requested to address telegrams for this Government accordingly; and the Government of India have been requested to make the following changes in the list of abbreviated addresses of Government officials in India to be used in State telegrams, which is published in the Indian Telegraph Guide:—

To be removed from the list.

Full address.	Abbreviated address.
Chief Secretary to the Government of Bombay.	Bombay.

To be added to the addresses of the Secretaries to this Government which appear in the list.

Full address.	Abbreviated address.
Secretary to the Government of Bombay, General Department, Plague.	Bombay, Plague.
Secretary to the Government of Bombay, Financial Department.	Bombay, Financial.

Rules for the treatment of Confidential Correspondence.

No. 1001.

GENERAL DEPARTMENT.

Bombay Castle, 18th March 1882.

RESOLUTION OF GOVERNMENT.

The following rules for the treatment of confidential correspondence, sanctioned by the Government of India and circulated to the several Departments of the Secretariat with Government Resolution, General Department, No. 578, dated 26th February 1874, are communicated to the officers concerned under the Revenue, Financial and General Departments for information and guidance :—

I.—Confidential papers should not pass in usual course through an office. Only the Head of the Office and a few trustworthy clerks (whose names are to be noted) should deal with them.

II.—Confidential papers should pass from hand to hand either by personal delivery or be sent in sealed covers.

III.—The entries in the ordinary office registers and diaries should be made from slips furnished by the confidential clerk who deals with the papers, and should be very general, sufficient merely to admit of the paper being traced, and referring to a separate register. This separate register should be kept by the confidential clerk, and should be in the same form and as full as the general register kept for ordinary correspondence.

IV.—Confidential papers should not be brought on the ordinary proceedings, but should be separately recorded, and kept under the personal custody of the confidential clerk. If printed, the spare copies and the volumes of Proceedings should be treated with the same attention as the originals, and when forwarded for the information or use of Government, should be sent carefully packed under double cover.

V.—As few copies of confidential papers as possible should be printed and a register should be kept of these showing how each copy has been disposed of.

VI.—When confidential papers are sent out of an office they should be put into double covers, the inner one being marked Confidential and superscribed with only the name of the addressee, and the outer one bearing the usual official address.